



# CITY OF HOUSTON

## Job Posting

1	Applications accepted	ALL PERSONS INTERESTED
2	Job Classification	Bureau Chief, Public Health (EXE LEV)
3	Posting Number	PN# 102698
4	Department	Health & Human Services Department
5	Division	Communicable Disease
6	Section	Tuberculosis Control
7	Reporting Location	6260 Westpark
8	Workdays & Hours	M - F, 8 a.m. - 5 p.m.*
		*Subject to change
9	<b><u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u></b> Supervises and coordinates the activities of bureau employees. Provides consultative and educational expertise and support in a specialized public health area.  <b><u>CORE FUNCTIONS</u></b> <ul style="list-style-type: none"><li>➤ Recommends personnel actions such as promotions, hires, salaries, job evaluations, disciplinary actions, and dismissals.</li><li>➤ Guides the development of quality assurance/quality control programs of bureau activities and ensures responses to Tuberculosis cases and contacts including DOT and DOPT.</li><li>➤ Coordinates, monitors, and evaluates administrative and professional public health activities/programs in the Bureau.</li><li>➤ Designs, develops and recommends new public health programs and strategies to handle expanded community growth and needed additional services, control, education, facilities, research, resources, etc.</li><li>➤ Meets with employees and other government, business, professional, civic groups to discuss public health policies, programs and objectives.</li></ul>	
10	<b><u>WORKING CONDITIONS</u></b> The position is physically comfortable, the individual has discretion about walking, standing, etc.	
11	<b><u>MINIMUM EDUCATIONAL REQUIREMENTS</u></b> A Doctoral degree in Public Health or a closely related field, such as Biology, Microbiology, Chemistry or Physics is required.	
12	<b><u>MINIMUM EXPERIENCE REQUIREMENTS</u></b> <ul style="list-style-type: none"><li>➤ Four years of supervisory and administrative experience in a major health agency are required.</li><li>➤ A Master degree in Public Health or a closely related field, such as Biology, Microbiology, Chemistry or Physics, and seven years of supervisory and administrative experience in a major health agency may be substituted for the above education and experience requirements.</li></ul>	
13	<b><u>MINIMUM LICENSE REQUIREMENTS</u></b> None	
14	<b><u>PREFERENCES</u></b> <ul style="list-style-type: none"><li>➤ Experience in planning, organizing, and facilitating daily administration of a big organization.</li><li>➤ Experience in writing, oversight and reporting a grant.</li><li>➤ Experience in the preparation, implementation and monitoring of the budget and operations.</li><li>➤ Experience in coordination of program activities with external/internal agencies.</li></ul>	
15	<b><u>SELECTION/SKILLS TESTS REQUIRED</u></b> None	
16	<b><u>SAFETY IMPACT POSITION</u></b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No This position is not subject to random drug testing however if candidate is promoted into this position, he/she must pass an assigned drug test.	
17	<b><u>SALARY INFORMATION</u></b> <b>GENERAL FUNDED POSITION</b> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is: Salary Range - Pay Grade 30 \$1,999 - \$2,806 Biweekly    \$51,974 - \$72,956 Annually	
18	<b><u>OPENING DATE</u></b> January 26, 2005	
19	<b><u>CLOSING DATE</u></b> Open Until Filled	
20	<b><u>APPLICATION PROCEDURES</u></b> Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1 <sup>st</sup> Floor. Successful candidates will be notified of their application status. <b>All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.</b> TDD Phone Number (713) 837-9496.	
	An equal opportunity employer	